

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



SENIOR ACCOUNTANT

Salary Range:

\$45,916.00-\$59,033.00 Annually

Anticipated vacancy is in the Accounting Division of the Finance Department. Under supervision, performs various accounting functions and maintains financial records for a variety of funds. Plans, coordinates and prepares financial statements for certain funds. Maintains the custody of fixed asset records, including process of payment vouchers and internal service funds. Works with component unit to address reconciliation issues and to improve fixed assets, records, policies and procedures. Performs account analysis and reconciliations. Reviews accounting practices and procedures and makes recommendations for their improvements. Reviews and directs the formulation and compilation of reports. Performs related work as required. The hours of work for this position are 40 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting. Four years of increasingly responsible accounting or financial management experience, including at least one year of lead or supervisory experience. Wherever possible appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION. MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCE FORM.

EXAMINATION:

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including ratings and tests, will be related to the requirements of this position. The examination will be designed to measure: Knowledge of accounting theories and practices governing City financial matters, specifically as they relate to municipal financial operations; Knowledge of fixed asset accounting and software; Ability to interpret complex statistical and financial statements; Ability to devise and install accounting procedures and systems; Ability to prepare comprehensive and concise oral and written reports; Ability to maintain cooperative working relationships with City officials, employees and the public. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, a background check, and serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, JANUARY 5, 2007.

Exam No. 2405

Issued: 12/21/06

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.

CITY OF HARTFORD RESIDENCY AFFIDAVIT

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.